



DEPARTMENT OF THE ARMY
HEADQUARTERS, 58th Transportation Battalion
3rd Chemical Brigade
451 Colorado Avenue, Unit 8
FORT LEONARD WOOD, MISSOURI 65473

REPLY TO
ATTENTION OF

ATSN-CBC

14 July 2005

MEMORANDUM FOR Personnel Concerned

SUBJECT: Policy Letter #16, Leave and Pass Policy for Permanent Party Personnel

1. Purpose: To provide clear guidance regarding leave and pass procedures, assure compliance with AR 600-8-10 and enhance the safety and accountability of soldiers within the battalion.

2. Commander's Intent:

a. **Leaves and passes are privileges that must be approved by the unit commander.** At the same time, soldiers work hard for and earn their leave. Therefore, commanders must execute equitable and consistent programs in their units to ensure our soldiers get the time off they deserve, while meeting mission and regulatory requirements.

b. Safety is a major concern in this area. To this end, commanders will ensure that there is a safe travel plan in place before members of their units are approved to depart on leave or pass. The soldier's supervisory chain is responsible for making sure that this plan is in place. Approval of leave and/or pass will in part be conditional on having an agreed upon, viable plan. I want to ensure that individuals are not trying to stretch the limits of what is reasonable – by planning to drive too far without proper rest, by operating an unsafe vehicle or by doing anything else that may result in them getting into an accident.

3. Applicability: This policy applies to all permanent party soldiers assigned or attached to this battalion.

4. Types of passes – Regular and Special:

a. Regular Pass – Is a short, authorized absence from post or place of duty during normal off-duty periods (including official holidays). A soldier remains in an available-for-duty-status during normal off-duty hours unless absence is authorized.

b. Special Pass – Authorized absence that can be either 3 or 4 days as follows:

(1) 3-Day Pass – Is normally approximately 64 hours in length, usually beginning at the end of normal duty on a workday and ending three days later (for example, end of normal duty hours on Monday until first formation on Thursday). A 3-day pass must include at least one duty day. May be extended to a maximum of 72 hours.

(2) 4-Day Pass – Is usually about 88 hours in length and must include at least two consecutive non-duty days (for example, from end of normal duty hours Thursday until first formation/start of duty Monday). May be extended to a maximum of 96 hours.

c. Passes will not be granted in succession. For example, a 3-day special pass may not begin during or immediately following a regular pass.

5. Soldiers requesting leave/pass must do so 10 working days in advance. **Soldiers desiring to travel more than 125 miles one way, during periods when they are off duty, must be on an approved pass and have a travel plan per paragraph 8 below.** For soldiers assigned to FLW, St. Louis, MO, and Springfield, MO, are within this 125 miles radius; Kansas City, MO, is not. Soldiers planning to travel to Kansas City must request a pass or leave using the procedures in paragraph 8 below. Requests turned in late may be disapproved.

6. Requests for emergency leave will be approved by the company commander or acting commander in accordance with Chapter 6, AR 600-8-10. Emergency leave is exempt from the 10-day requirement in paragraph 5.

7. Each line company and each Branch/Section NCOIC of HHC will ensure that no more than approximately 10% of their soldiers are on leave/pass at any given time. This is not applicable during the holiday season (EXODUS). Supervisors will monitor leave days of soldiers to ensure that no one loses leave days at the end of the fiscal year. Commanders will establish an annual leave program designed to provide:

(1) The maximum opportunity for all soldiers to take leave to minimize loss and payment of leave not taken.

(2) A caution to soldiers who do not take leave, that they may lose leave at the end of the fiscal year. Also, soldiers who maintain a 60 day balance and wait late in the fiscal year to take leave, that they risk the loss over 60 days if the operational situation requires their presence.

8. **A request form and DA Form 31 will be submitted for all passes and leaves.** Mileage limits and requirements for passes and leaves are as follows:

a. Up to 499 miles. FLW Form 63, Vehicle Inspection, will be attached to the request with a copy of the most recent LES. Soldiers will include the basic information about their travel plans in paragraph 2 of the request form. Without this information, the pass or leave will not be approved. The first line supervisor will sign the request to verify that the soldier has a safe travel plan in place. The first line supervisor will also give a comprehensive pre-departure safety brief not later than the last duty day prior to the start of the leave/pass.

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b. 500 + miles. In addition to the requirements of the above paragraph, the soldier will see the 1SG and Company Commander. Soldiers are not encouraged to travel over 500 miles on a pass; these requests will be approved on a case-by-case basis.

9. Soldiers will be physically present in the local area (defined as on post, duty station, or in the location from which the soldier regularly commutes to duty) at the beginning and ending of leave and/or pass. Failure to comply with this requirement will result in UCMJ action.

10. When going on leave or pass, soldiers in the rank of Specialist/Corporal and below will physically sign in and out at Battalion Headquarters. All others can sign in and out telephonically. The Staff Duty NCO will periodically call back the soldier to ensure compliance with paragraph 9.

11. All soldiers that are taking leave in conjunction with PTDY, PCS, ETS, or retirement will be physically present at Battalion Headquarters when signing out on leave.

12. All leaves exceeding 21 days in length must be approved by the Battalion Commander.

13. This policy supersedes all previous policies on leave/pass. Point of Contact is the PAC supervisor.

Robert T. Hixon
LTC, TC
Commanding

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